

## Artwork Conservation or Relocation: Final Review Checklist

Project Name:

Submission Date:

Please provide one copy of each item, unless otherwise noted.

- Application** signed by the Commissioner or designated City agency representative
- Final Report, 8.5" X 11" color (Use binder clip)**
  - Title of artwork, artist's name, date of artwork completion and installation (if different), media/materials, dimensions and location
  - Any updates to the conditions documented in the preliminary proposal
  - Completed treatment and/or relocation methods and materials
  - Photographs documenting the work, showing before and after comparisons, with explanatory captions
  - Maintenance specifications
- Photographs of Completed Work**
  - Minimum of six (6) views, including details
  - Printed in color on non-glossy (matte) photo paper at 8.5" x 11"
  - Labeled on the back to indicate view
- Digital Submission**, including each of the documents noted above, saved as separate .pdf files, and sent to PDC through the agency liaison
  - Please use the following naming format for both .pdfs and project folders, and keep names as short as possible: Agency Acronym-level of review-Project Name-document
  - For example: DPR-p-Morton Playground-app.pdf
  - Please do not include dates, Job numbers, or "PDC Submission" in the title